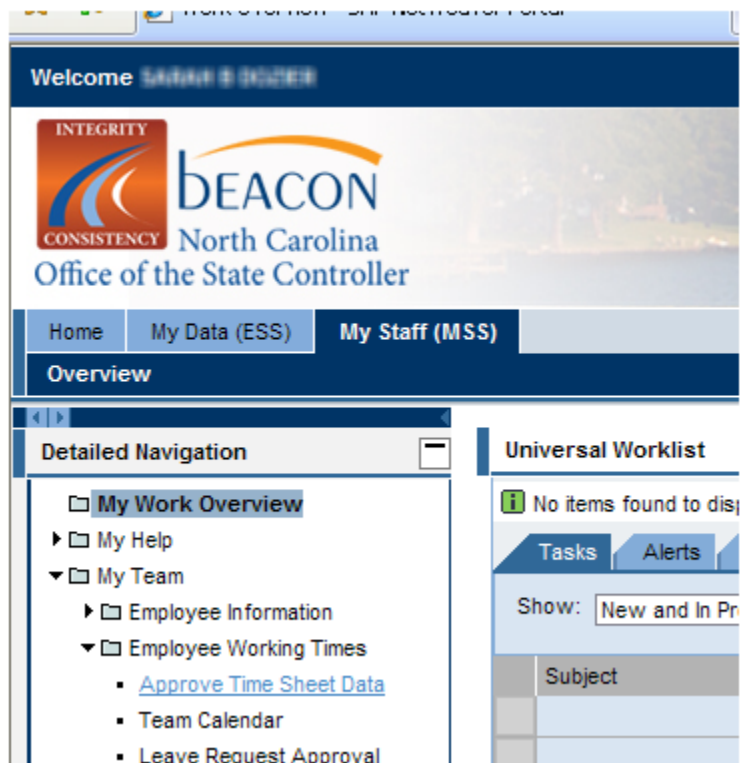


## PROCESSING AND REPORTING ON FY2012-2013 SPECIAL LEAVE HOURS

To support Senate Bill 187, the OSC HR/Payroll team has configured a new absence type to allow FY2012-2013 Special Leave to be reported on employees' time sheets. This absence type is not tied to a quota. Approval of this time in MSS is no different than approving other time records. Usage of this absence type can be reported through the Working Times Report in MSS.

### APPROVING FY2012-2013 SPECIAL LEAVE HOURS

1. In MSS, click on the Approve Time Sheet Data option.



2. Review the reported time details noting A/A type 9711 representing the FY2012-2013 Special Leave recorded.

Approve Time Sheet Data

1 2 3  
Collective Approval Review and Save Completed

View: Daily View - Without Charge Objects

Employee	Empl/appl.name	A/A Type	Prem No	From	To	Message	Number	Approval	RejectionReason
		9711		07/09/2012	07/09/2012		<a href="#">8 H</a>	Approve All	
		9711		07/10/2012	07/10/2012		<a href="#">8 H</a>	Approve All	
		9711		07/11/2012	07/11/2012		<a href="#">8 H</a>	Approve All	
		9500		07/12/2012	07/12/2012		<a href="#">8 H</a>	Approve All	
		9500		07/13/2012	07/13/2012		<a href="#">8 H</a>	Approve All	

Previous Step Review

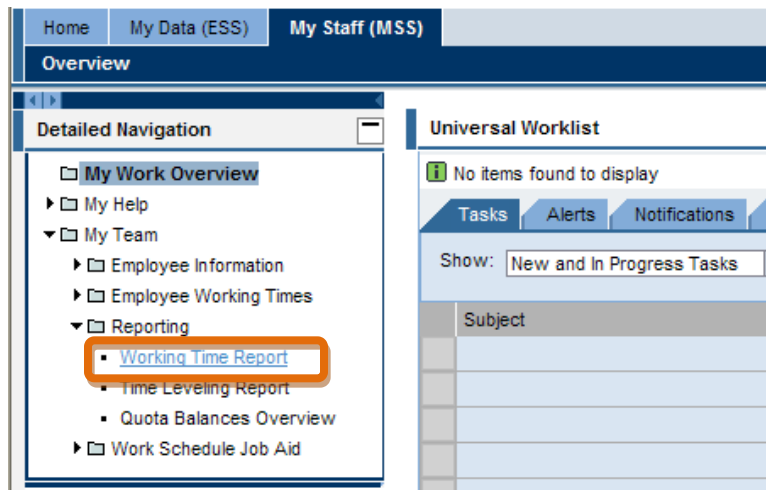
**NOTE:** The new FY2012-2013 Special Leave absence type can only be used on work dates between 7/1/12 and 6/30/13.

**NOTE:** The time sheet screen will allow an unlimited number of 9711 hours to be reported. The Time Evaluation process will generate an error message (for Time Administrators to monitor) if the used-to-date total of reported 9711 hours exceeds the employee's eligible entitlement on 7/1/2012. However, supervisors should manually monitor for the 40 hour limit for full-time employees and prorated usage for part-time employees with the Working Time Report (see below).

3. Click Review.
4. Click Save.

## REPORTING ON 9711 USAGE

1. In MSS, go to My Team and click on Working Time Report.



2. Select a date range, personnel number(s) and the 9711 Attendance/ Absence Type.

**Working Time Report**

**Working Times Report**

**Selection**

From: 7/1/2012 To: 7/31/2012

☒ In process ☒ Released for approval ☒ Approved  
☒ Approval rejected ☒ Changed after approval ☒ Canceled

Attendance/Absence Type: 9711-FY2012-2013 Special Leave

Pers.No.	Name of employee or applicant
10000000	JOHN DOE
10000001	JANE SMITH
10000002	JOHN DOE
10000003	JANE SMITH
10000004	JOHN DOE
10000005	JANE SMITH

Row 1 of 8

**Select all** **Deselect all** **Execute**

3. Click "Execute".

4. View the results.

Working Time Report

Working Times Report

Selection

From: 7/1/2012 To: 7/31/2012

☒ In process
 ☒ Released for approval
 ☒ Approved
 ☒ Approval rejected
 ☒ Changed after approval
 ☒ Canceled

Attendance/Absence Type: 9711-FY2012-2013 Special Leave

Pers.No.	Name of employee or applicant
97110001	Michael J. Smith
97110002	John J. Smith
97110003	John J. Smith
97110004	John J. Smith
97110005	John J. Smith

Row 1 of 8

Select all

Deselect all

Execute

Employee Time Details

Excel Export

	Name	Pers. No.	Date	Status	Hours	A/AType	Prem. no.	Short Text	Charge Object
	Michael J. Smith	97110001	20120709	Approved	8	9711			
		97110002	20120710	Approved	8	9711			
		97110003	20120711	Approved	8	9711			
					24				

**NOTE:** For policy information, go to the Office of State Personnel's [FY2012-2013 Special Leave Policy](#). (Use the Back button to return to this document after reviewing the policy).